

# *Curriculum Vitae*

## Differences Between CVs and Resumes

- CVs in the U.S. are typically used for seeking academic or research positions
- CVs usually include a comprehensive list of skills, experiences, and qualifications
- Resumes are a shorter version (usually two or fewer pages) of an individual's experience targeted toward a specific job opening
- Many countries outside of the U.S. also call "resumes" for jobs in fields outside of academia "CVs"

## Content and Formatting of a CV

Various academic disciplines may have different preferences for content, length and formatting so it is important to seek feedback from contacts within your field of study. It is best to use a format that is simple, neat and easy to read.

### Content Sections May Include:

- Personal Information
- Summary or Profile
- Education
- Research Experience
- Teaching Experience
- Honors and Awards
- Presentations
- Professional Memberships/Activities
- University and Department Service (Committees)
- Computer Skills
- Language Skills
- Grant Experience
- Dissertation explanation
- Future interests/research
- Publications (check for the format in your particular field)
- Be sure to refer to the NACE Career Ready Skills handout for additional information

### Length

CVs typically contain two or more pages. More experienced PhDs typically will have longer CVs; however, it is important to get advice from resources in your specific field regarding length. No matter how much experience you have, it is necessary to present the experience that is most relevant to the position opening in a clear and concise format so that it will be easy for the reviewer to read and understand your unique qualifications.

## CV Format/Composition

- Know your audience
- Describe experience to illustrate marketable skills
- Highlight results and accomplishments – not just tasks
- Quantify and qualify
- Break up long sentences
- Be consistent
- Proofread! Your CV should be error-free
- Show importance by order (top to bottom, left to right)
- Use text enhancements to make information easy to find (i.e., bold, underline, bullets), but do not overdo it

# SAMPLE CV

**FirstName LastName**

443-555-5555 | mary.student@gmail.com | Towson, MD

## Education

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Towson University, Towson, MD  
Master of Arts, Counseling Psychology  
GPA: 3.82  
May 20XX

Towson University, Towson, MD  
Bachelor of Science, Psychology  
Minor, Marketing  
GPA: 3.75, *Cum laude*  
May 20XX

## Related Experience

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**Clinical Intern/ Counselor** August 20xx- Present

Organization Name, Baltimore, MD

- Conduct clinical intake interviews with new clients that include gathering a variety of background information, demographics, information regarding substance use, legal system involvement, aggressive behavior, psychiatric medication, and other behavior and emotional concerns
- Prepare and write weekly progress report notes for each client with detailed information regarding client assessment, session summary, and clinical treatment progress
- Counsel clients and families from a variety of backgrounds ages 6-74
- Engage in treatment planning for clients with an average caseload of four to six families
- Facilitate neurofeedback brain-training sessions for certain clients who present with anxiety, sleep disorders, ADHD, and other concerns through the NeuroOptimal ® advanced brain training system
- Instruct and customize monthly communication and relationship skills workshops for a local high school class of twenty students
- Collaborate with clinical team members for case management

**Graduate Assistant/ Outreach Program Assistant** August 20XX- Present

Towson University Counseling Center, Towson, MD

- Supervise the wellness and alcohol and drug peer education programs made up of twenty five undergraduate students
- Lead and develop four to five outreach presentations and workshops each semester for different campus organizations regarding psychological health-related topics
- Revitalize and instruct "Party 101": an alcohol and drug educational workshop for students who have received minor citations on and off-campus
- Serve as program assistant for the Student Support Network which involves recruiting undergraduate students to participate in a six week mental health training program, reviewing over fifty applications and assessing each for potential risk, then leading psychoeducational groups of ten students in the training program



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# SAMPLE CV (continued)

FirstName LastName

443-555-5555 | mary.student@gmail.com | Towson, MD

## Teaching Experience

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### Teaching Assistant

August 20XX- December 20XX

Towson University, Towson, MD

Course: PSYC432 (Cross-Cultural Psychology)

- Led study groups for exam preparation for twenty five students
- Co-taught selected topics and lectured on positive psychology
- Created select exam questions and proofread exams
- Collaborated with professor on class preparation

## Professional Development

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American Counseling Association: Member

20XX- Present

American Psychological Association: Student Affiliate

20XX-Present

## Certifications/Trainings

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Crisis Management Training/Workshop- Affiliated Santé Group

March 20XX

Student Support Network- Mental Health Advocacy Program

December 20XX

Campus Connect: Suicide Prevention Training

August 20XX

HIPPA Training: Johns Hopkins Health System

August 20XX



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